



## Invitation to Bid      HNS 21-15

**NOTE: Contractors are not authorized to visit the property before or after the bid walk, without being accompanied by the City's Rehabilitation Specialist.**

**Documents included in Package:**

- 1) Instruction to Bidders
- 2) Specs by Location/Trade (Scope of Work)
- 3) Subcontractor Certifications (if applicable)
- 4) Floor Plan / Site Drawing (if applicable)

**Bid Walk & Bid Opening:**

Project Address: <b>2500 Elon St.</b>		<b>REHAB ONLY</b>
Bid Walk: September 10, 2020 @ noon		
Bid Opening: September 17, 2020 @ 2:00 pm		
Client Name:		Contact Number:
Project Manager: Mike Taylor		Contact Number: 704-336-4115

**Bid Walk and Bidding Instructions:**

*All bid walks are mandatory.*

*If you are going to be late the policy is the following:*

Contact me BEFORE the start time if you are going to be late. If you are going to be more than 10 minutes late, we will proceed without you and you will not be permitted to bid.

The day of a bid walk the best way to reach me is at Mike Taylor (cell # 980-215-1156).

*Bids must be received by the date, time and place specified. All others will be considered non responsive and disqualified.*

**The Bids will be opened at 600 East Trade St. immediately following the above due date and time.**



**Company Acknowledgement:**

The undersigned, having become thoroughly familiar with the terms, conditions, limitations, and provisions of the housing improvement work to be performed at **2500 Elon St** to be funded through the City of Charlotte Neighborhood & Business Services, in addition, having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed contract documents including furnishing of any and all labor and materials, and to do all work required to complete said Work in accordance with the advised respective contractual, for the sum of money:

***All labor, materials, services and equipment necessary for the completion of the Work shown on the Drawings and in the Specifications:***

Dollars (\$ \_\_\_\_\_ )

*Written total*

Specs Dated: 8/26/20                      Number of Pages: 6

Addenda # 1 Dated:                      Number of Pages:

Addenda # 2 Dated:                      Number of Pages:

**Project Schedule:** *Minimum Start Date -*

**Completion Deadline:**

***Please Print and Sign:***

Company Name/Firm:

Authorized Representative Name:

Signature:

Date:



## **Requirements For Bidders**

The City awards rehabilitation bids to the lowest responsive and responsible bidder. A responsible bidder for the safe home program is one who:

- 1) Is a licensed general contractor in the State of North Carolina;
- 2) Has an Renovate, Repair & Paint Certification (<http://www2.epa.gov/lead/renovation-repair-and-painting-program>);
- 3) Is not listed on a local, state or federal debarment list;
- 4) Carries an appropriate amounts of insurance;
- 5) Can provide references verifying the contractor has completed work of a similar scope in a good workmanship like manner or successfully completed prior work for the Safe Home program. Referenced work must have been completed in one year or less from date of this invitation to bid.

A responsive bidder must:

- 1) Submit all requested documentation on time;
- 2) Meet the above requirements for responsibility at the time of bid submittal;
- 3) Have the capacity to meet the required schedule for the project.
- 4) Existing rehab projects contracted by the contractor must be on schedule.

The City reserves the right to waive any minor informalities or irregularities, which do not go to the heart of the bid submittal or prejudice other offers, or to reject, for good and compelling reasons, any or all bid submittals.

Mikel Taylor  
Rehabilitation Specialist  
City of Charlotte  
Neighborhood and Business Services  
600 E. Trade St.  
Charlotte, NC 29202  
PH: (704) 336-4115  
Fax: (704) 632-8575



## Instructions to Bidders

### Explanations to Bidders

Any explanation desired by a Contractor regarding the meaning or interpretation of the advertisement for bids, drawings, specifications, etc., must be requested in writing to the Rehabilitation Specialist with sufficient time allowed for a reply to each Contractor before the submission of their bids. Any interpretation made will be in the form of an addendum to the invitation for bids, drawings, specifications, etc., and will be furnished to all prospective Contractors. The Contractor must acknowledge any revision to the bid documents in the space provided on the bid form and it must be submitted with their bid package.

### Preparation of Bids

Bids shall be submitted on the forms furnished, or copies thereof, and must be manually signed. If erasures or other changes appear on the forms, the person signing the bids must initial each erasure or change

- The Contractor's Bid Proposal must be properly executed and submitted on the form provided. Bids by Contractors must be received by the Rehabilitation Specialist at the time and place specified on the "Invitation to Bid"
- No bid will be considered unless all individual work items on the Bid Form including any addendums are priced. The sum of all work items must equal to the Total Bid Amount.
- Unless called for, alternate bids will not be considered
- Modification of bids already submitted will be considered if received at the office designated in the invitation for bids by the time set for opening of bids

### Submittal of Bids

- Sealed bids will be submitted to the Safe Home Program Office as directed in the invitation to bid prior to or at the appointed bid opening time
- Bid will be time stamped on the date of delivery
- Each bid must be submitted in a sealed envelope bearing on the outside the name of the Contractor, the name of the project for which the bid is submitted, and the date and time of the bid opening
- All bids submitted must be typed or written in ink and signed by the Contractor's designated representative

<G:\SELECTIVE REHAB TEAM\forms\bid forms and documents\Invitation to bid WARREN>



***SAFE HOME***  
**CITY OF CHARLOTTE**  
NEIGHBORHOOD & BUSINESS SERVICES

- Failure to include all forms may result in rejection of a bid
- Required Bid Package Forms:
  - Scope of Work
  - Addenda Acknowledgement
  - Itemized Work Sheet
  - Subcontractor Certifications (if applicable)

NEIGHBORHOOD & BUSINESS  
SERVICES

<http://housing.charlottenc.gov> | 600 E. Trade Street | Charlotte, NC

# Work Specification

Response Due: 8/26/2020 11:30 am

Prepared By:  
**City of Charlotte Housing & Neighborhood Services**  
**600 E. Trade Street**  
**Charlotte, NC 28202**  
**(704) 336-7600**

## Property Details

Address:	2500 Elon St Charlotte, NC 28208	Owner:	Cornelius Danzey
Structure Type:	Single Unit	Owner Phone:	(980) 395-3677
Square Feet:	2456	Program(s):	Tested- HAS LEAD Safe Home FY 2018 LeadSafe 2016 Healthy Homes LBP 2016 X - SH FY18 Not Ranked
Year Built:	1953		
Property Value:	114700		
Tax Parcel:	07106210		
Census Tract:			
Property Zone:	Council District 3		

## Additional Comments

Rehab Scope of Work for Bid Package

## Repairs

<u>Description</u>	<u>Floor</u>	<u>Room</u>	<u>Exterior</u>
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### All Contractor's Project Requirements

The contractor is responsible for all project requirements, including but not limited to:

All activities required by the City's COVID-19 Precautions for Residential Housing Rehabilitation Activities policy.

Obtain all permits required. Said permits shall include all items in this scope of work.

Provide temporary toilet facilities from job start until the completion of work.

Provide AS MANY roll-off dumpsters as needed without damaging the site. Collect construction debris using dust control methods.

Remove dumpsters and repair any evidence of the dumpster use.

Contractor may haul debris away daily using dump trailers or trucks.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

# Work Specification

## Exterminate Termites

## General Requirements

Exterminate for termites. Drill and patch foundation and pavement where necessary. Exterminator must be licensed and provide a 1 year guarantee with an optional yearly renewable warranty for the homeowner.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

## Upgrade Electrical System

## Building Systems

Upgrade the electrical system to comply with the requirements of the NC Electrical Code and the Construction Specifications. This includes but is not limited to:

\*Replace electrical service with new 110/220 volt, 200 amp panel with main disconnect and 24 circuit panel board; meter socket; weather head; service cable; and ground rods and cable. Caulk exterior service penetrations. Label circuits legibly. Replacement of all sub-panels is included.

\*Install GFCI breakers on all two wire receptacle circuits. Install GFCI/AFCI breakers on all two wire bedroom receptacle circuits. Label outlets per Code requirements.

\* install smoke and CO detectors as required by the Electrical Code

\*install GFCI devices per Code at the kitchen countertops.

\*Replace receptacles, switches, and cover plates at all existing outlets.

\*correct all unsafe conditions and illegal wiring methods

\*existing wiring may be re-used provided it is in good condition and complies with the Electrical Code

\* scope includes repair of all ceiling, wall, and floor tear out.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

## Install Combination Vent Fan with Light

## Bathroom

Remove existing light in the bathroom ceiling.

Install a switched ceiling mounted Energy Star rated combination exhaust fan with light in the ceiling. Fan shall be quieter than 2 sones when moving air at 100 cfm.

Proper installation of metal vent and roof cap/damper assembly is included.

Installation of all necessary wiring for fan and switch is included. Existing wiring and switch location may be used if in good condition and complies with Electrical Code.

All materials and work shall comply with the Electrical and Mechanical Codes.

Repair all tear out.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

# Work Specification

## Floor System Repair

## Hall

Remove all fixtures not built in. Dispose of damaged/unsafe components of floor assembly. Work may include installation of 2"x 8" joists hung 16" on center, plywood or tongue and groove subfloor. Include replacing all deteriorated girders.

Install interlocking vinyl plank flooring with a lifetime warranty. Owners' choice of colors.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Floor System Repair

## Living Room

Install two masonry piers on concrete footings under the center point of the span of the five rightmost joists in the living room. Piers and footers shall be sized to meet Code requirements. Install a dropped girder on the piers to support the five joists at the mid point. Sister three damaged joists full length from existing girder to newly installed dropped girder.

NOTE: Access the area of repairs when the hall floor system is open for repairs so the hardwoods in the living room are not disturbed.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Floor System Repair

## Middle Bedroom

Remove all fixtures not built in. Dispose of damaged/unsafe components of floor assembly. Work may include installation of 2"x 8" joists hung 16" on center, plywood or tongue and groove subfloor. Include replacing all deteriorated band joists and girders.

Install interlocking vinyl plank floor covering with a lifetime warranty. Owner's choice of colors.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Floor System Repair

## Kitchen

Remove all fixtures not built in. Dispose of damaged/unsafe components of floor assembly. Work may include installation of 2"x 8" joists hung 16" on center, plywood or tongue and groove subfloor. Include replacing all deteriorated band joists.

Install interlocking vinyl plank flooring with a lifetime warranty. Owners' choice of colors.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

# Work Specification

## Replace/Install Duct Work System

## Building Systems

Remove existing HVAC duct work and plenums and dispose of properly.

Install new a new supply and return ductwork and air delivery system from the existing gaspack to the existing supply vents and air return grill.

Ductwork shall be R-8 and mastic sealed and shall comply with all requirements of the Construction Specifications and the NC Mechanical Code.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Replumb Waste Lines & Vents

## Building Systems

Remove old drain lines from kitchen sink, washing machine and shower from fixtures back to the newly installed main drain under the commode.

Install new PVC drain lines to service the shower, the washing machine, and the kitchen sink. All materials and work shall comply with the Plumbing Code.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Replace Sewer Line

## Building Systems

Replace 50 linear feet of sewer line from the new cleanout outside the foundation to just past the damaged section of sewer line in the back yard.

Install a two way cleanout where the new sewer line connects to the existing line.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Install Sump Pump

## General Requirements

Clean out existing sump at bottom of stairs.

Install a 1/2 HP sump pump with an automatic on/off switch and a permanent drain line to the exterior.

Use existing power supply.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

## Replace Tub Mixing Valve, Spout, and Trim

## Bathroom

Remove the existing tub valve and trim and replace with new per the Plumbing Code and the Construction Standards.

Access the valve through the back side of the tub wall. DO NOT REMOVE TUB SURROUND FINISH MATERIALS.

Scope includes the installation of a removable access panel on the back side of the wall to fit neatly and tightly to the wall surface.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

# Work Specification

## Shower Repairs

## Bathroom

Remove tile as necessary to access mixing valve and shower drain.

Replace the existing mixing valve and trim and shower drain to comply with the Construction Standards and the Plumbing Code.

Repair the backing around the plumbing elements as necessary. Install owner's choice of new tile to closely match or contrast nicely with the existing tile.

Grout new work and repair grout on old work as necessary.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

## Replace Base Cabinets

## Kitchen

Replace the base cabinets that form the L-shape that includes the sink base. Maintain the same configuration.

The existing sink will be re-used so the sink base cabinet will have to be custom made or modified to accommodate the sink.

THE EXISTING CABINET BY THE STOVE IS TO REMAIN IN PLACE!

Cabinets to be constructed of solid maple and plywood. No particle board allowed. See contractor's manual guidelines & specifications for full requirements.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

## Tile Counter Top

## Kitchen

Build plywood and tile backer board countertops for the newly installed cabinets.

Install finished wood edging around the countertops to match the cabinets.

Install new tile provided by owners.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

## Re-install Existing Dishwasher

## Kitchen

Re-install the existing dishwasher at the same location after floor repairs are made.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

## Kitchen Faucet

## Kitchen

Replace kitchen faucet with new single lever faucet that complies with the Construction Standards. Installation includes replacement of drain lines to the horizontal branch line and shall comply with Plumbing Code.

Bid Cost:	_____	X	_____	=	_____
	Base		Quantity		Total Cost

# Work Specification

## Basement Stairs

## Basement

Cut off bottom of stair stringers so that stringers rest on a new landing built with pressure treated lumber. Landing shall have a 3' walking surface and be the same width as the stairs.

Install handrails on both sides of the stairs to comply with the Building Code.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

## Attic Stair Rails

## Attic

Repair and brace the guardrails on the sides of the stair well to meet the requirements of the Building Code.

Install a continuous handrail on one side of the stairs to meet the requirements of the Building Code.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

## Repair Downspouts

## General Requirements

Replace missing pieces of downspouts and repair downspouts to good working condition.

Install black corrugated pipe at each downspout to direct water away from the foundation.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

## Secure Wrought Iron Railing

## General Requirements

Attach the existing railing securely to the house at both ends to remove all wobble at the attachment points.

Repair the post at the right side at the top of the stairs to remove all wobble.

Bid Cost:  $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

## Certification

Contractor Name: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_